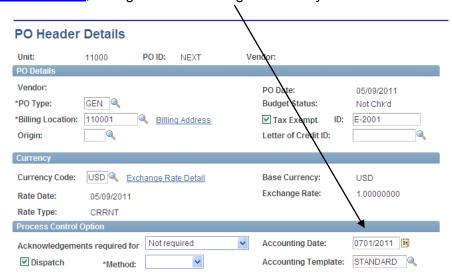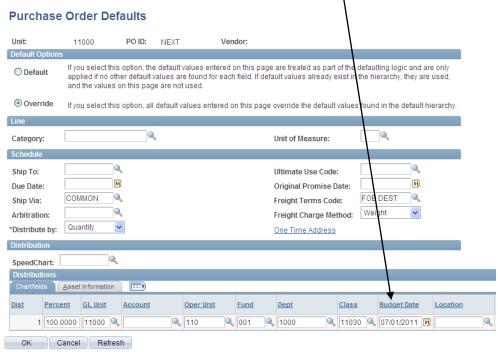# Four Steps to Change Dates on Existing POs

1. Under [Header Details](#), change this accounting date to July 1 or later:

2. Under the PO Defaults link, make sure the budget date here changes to the new biennium as well:

3. After you click OK on the screen above, you will probably get a message about retrofitting field changes. Carefully read this screen to <u>change the budget dates on all distribution lines</u>. Do not change any other field, then click "OK." (NOTE: *This will not work if the PO has already been partially paid. See box on the next page.*)

4. All distribution lines should have the new budget date. Whether your PO has one line or 41, by changing the budget date under PO Defaults, all distribution lines should change to the correct date. You should review the PO under **Express Purchase Orders** to make it easier to double-check these date fields before budget checking.

If the PO has already been partially paid and PeopleSoft will not allow you to retrofit the budget dates, you have a choice on how to proceed:

a) Close that PO manually and budget check to remove any remaining encumbrances. Pay the remaining items on the PO with a <u>regular</u> voucher in the new biennium, referencing the PO in the voucher's Invoice Number, Comments, or Message fields.

b) Copy the old PO into a new one <u>with all dates</u> in the new biennium. Delete lines or decrease quantities on items already paid before budget checking. Pull this new PO into a voucher that is also budget checked in the new biennium.